

Alarm Company

FEBRUARY 1998

Alarm Company Operator, Qualified Manager, or Alarm Agent Requirements for Licensure

An *alarm company operator* operates a business that sells (at the buyer's home or business), installs, monitors, maintains, services, or responds to alarm systems or supervises such actions. (Retail stores do *not* have to be licensed if they sell alarm systems *only at the store* and do not perform any alarm company functions.)

In order for a company to seek licensure as an alarm company operator, the qualified manager (see below) must have passed the licensing examination. In addition, **each** individual applicant, partner, or corporation officer must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis.
- Have committed no offense or violation of the Alarm Company Act that would be grounds for license suspension or revocation.

To apply for a company license, submit the \$35 company license application fee and the \$280 company license fee, as well as two recent passport-quality photographs, two fingerprint cards, and a \$32 Department of Justice fingerprint processing fee **for each** applicant, partner, and officer. (A qualified manager who is also an applicant, partner, or officer is not required to send in another set of fingerprints or pay another fingerprint processing fee.) Send the application package to the Department of Consumer Affairs' Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002.

Note: Local authorities may require an alarm company operator to register locally and to obtain a business permit. They may also enact ordinances governing false alarm activations and responses, and they may require persons who own, lease, or rent alarm systems to obtain permits.

Qualified Manager

An individual, partnership, or corporation seeking a license as an alarm company operator must specify in the application the individual who will manage the business on a day-to-day basis. This individual is called the qualified manager. (An owner, partner, or corporate officer may serve as the qualified manager, or may hire someone to fill this role.) To be eligible to apply for licensure as a qualified manager, you must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis.
- Have committed no offense or violation of the Alarm Company Act that would be grounds for license suspension or revocation.
- Have two years (4,000 hours) of paid experience in alarm company work or the equivalent.
- Pass a two-hour multiple-choice examination covering California law, the Alarm Company Act, alarm agent requirements, weapons laws, business management, and powers to arrest. The examination is administered by the Department of Consumer Affairs at least every other month in Northern and Southern California. It may be taken orally by prior arrangement. Examination dates are included with the application package. A copy of the Alarm Company Act will be sent with your examination notification.
- Submit a completed application with two recent passport-quality photographs, two fingerprint cards, and \$137 fee (\$105 application and examination and \$32 Department of Justice fingerprint processing) to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002.

Alarm Agent

An alarm agent is employed by an alarm company operator to sell (at the buyer's home or business), install, monitor, maintain, service, or respond to alarm systems or to supervise such actions. To be eligible to apply for registration as an alarm agent, you must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis.
- Pass the powers to arrest examination (if your duties will include responding to alarm activations). This follows a two-hour training course covering responsibilities and ethics in citizen arrest, relationship with police, limitations on power to arrest, restrictions on searches and seizures, criminal and civil liabilities, and personal and employer liability. The training and exam may be administered by any licensed alarm company operator or qualified manager. A copy of the Alarm Company Act will be provided on request for a fee.
- Submit a completed application with two fingerprint cards and \$49 (\$17 registration and \$32 Department of Justice fingerprint processing fee) to the Department of Consumer Affairs' Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002.
- For an optional photo ID card, request a photo ID application, then send it with a passport quality photo and \$10 to the address above.

Once you have submitted your application and the appropriate fees, you may work with a temporary registration card as an UNARMED alarm agent until your registration is issued or denied.

Firearms Permit

Whether you work as an alarm agent, alarm company operator, or qualified manager, you may not carry a gun on duty without having been issued a firearms permit by the Department of Consumer Affairs. To apply for a firearms permit, you must pass a course given by a certified firearms training instructor in the carrying and use of firearms, submit an application with two sets of fingerprint cards for criminal record screening, be a citizen or have permanent legal alien status, and pay a fee of \$164 (\$80 application, \$28 firearm eligibility application, \$32 Department of Justice fingerprint processing, \$24 Federal Bureau of Investigation fingerprint processing). The 14-hour firearms (8 hours classroom, 6 hours range) training course covers moral and legal aspects, firearms nomenclature, weapons handling and shooting fundamentals, emergency procedures, and range training. The course must be given by a certified firearms training instructor. Written and range exams are administered at the end of the course. Costs of training are determined by the training facility. For a list of licensed training schools, call 1-800-952-5210. Schools must also be approved by the Department's Bureau for Private Postsecondary and Vocational Education. To find out if a school is approved, call the Bureau at 916-445-3427. Note: a firearms qualification card expires two years from the date of issuance. An applicant must requalify four times during the life of the permit: twice during the first year after the date of issuance, and twice during the second year. Requalifications must be at least four months apart.

A firearms permit issued by the Department does not authorize carrying a concealed weapon. A concealed weapon may NOT be carried on duty without a permit issued by local authorities.

Tear Gas Permit

The law requires those who wish to carry tear gas on duty to complete two-hour training approved by the Commission on Peace Officer Standards and Training (POST).

Applications for registration as an alarm agent are available from alarm company operators. To request an application for licensure as an alarm company operator or qualified manager, call 916-322-4000 or 1-800-952-5210.